

January 24th, 2012

Dear Parent/Guardian:

The Grand Erie Board of Education is developing a new on-line course selection process for the Grand Erie schools. BCI is one Brantford school chosen to pilot this new on-line course selection process. Your son/daughter received a course selection package in class today. The package contains this letter, a question and answer sheet and a step-by-step student instruction sheet on how to choose their courses using this new on-line process.

How we are going to help:

- **Starting Tuesday February 21st, students will be called to a computer lab alphabetically by grade. Our hope is to complete the course selections of one grade/day.** We will start with the grade 9s, followed by 10s, 11s and then 12s.
- It is very important that students read the instruction sheet provided and take time to explore the Career Cruising website prior to being called to the computer lab. It is also important for students to be prepared to choose courses by having the worksheet completed. Please do not submit courses using the Career Cruising course planner prior to their computer lab day.
- Student passwords to access the Career Cruising site will be available from your period 1 teacher at the start of the second semester.
- An on-line course calendar listing the courses available to the students can be found in the BCI Course Calendar at <http://bcivs.brantford.on.ca> or by selecting the Career Cruising icon and logging into Career Cruising using the instructions sheet provided.
- A student's on-line course planner will show past courses and grades. As well, this process allows students to track their education plan to determine if the student is meeting graduation requirements. This process takes some of the parents' (and students') guess work out of knowing if they are taking the appropriate courses.
- Student interested in Specialist High Skills Major program or Magnet program opportunities must fill out a separate application form (available in Guidance).
- Students that are interested in Co-op, can select it using the online process but this indicates an interest only. The Co-operative Education department will follow up with the students who have indicated interest.
- After submitting courses to the Career Cruising course planner on their computer lab day, students will receive a print out of their course selections. Parents, please sign and have your child return the print out by **March 9th, 2012**

We would ask that you sit with your son/daughter and discuss their choices for next year and fill out the course selection worksheet with them preparing them for their day in the computer lab.

We thank you for investing the time and care in your child's education.

Sincerely,

Maureen Alfano
Head of Guidance